
U.S. FOOD AND DRUG ADMINISTRATION VACANCY ANNOUNCEMENT

FDA IS SMOKE-FREE

Announcement Number: FDA-9-4035

Opening Date: August 11, 1999

Closing Date: August 27, 1999

Position Title/Series /Grade: Training Specialist (JOB SHARING - PART-TIME - GS-1712-13
20 hours per week = 4 hours per day/5 days per week)

Promotion Potential: None

Organization/Location: Department of Health and Human Services, Food and Drug Administration, Center for Veterinary Medicine, Office of Management and Communications, Administrative Staff, Rockville, MD
Metro Park North 11

Salary Range: \$58,027 - \$75,433 per annum

Relocation Expenses: Relocation expenses will not be paid.

Area of Consideration: Government - Wide and Reinstatement Eligibles
Preference eligibles or veterans who have separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply.

Type of Appointment: Career/Career Conditional

THIS POSITION IS OPEN TO STATUS CANDIDATES ONLY

Condition of Employment: Certain positions within FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek information during the interview process prior to accepting such a position.

Selective Service Registration: If you are a male born after December 31, 1959, you may not be appointed to a Federal position unless you are registered with the Selective Service System. If selected, you will be required to complete a certification document attesting to your registration prior to appointment.

Citizenship: Applicants must be citizens of the United States.

(JOB SHARING - PART-TIME)

20 HOURS PER WEEK= 4 HOURS PER DAY/5DAYS PER WEEK

DESCRIPTION OF WORK: Serves as the Center's Training Specialist responsible for planning, developing, implementing and evaluating training programs related to the mission of the Center. **Specific duties include:**

- Serves as expert and focal point for training activities and functions for the Center.
- Represents the Center at Agency level training meetings, i.e. the Agency Training Policy Council and Training Liaison meetings.
- Provides advice on a variety of matters involving the Center's education, training, and employee development programs.

- Utilizes principles and techniques of performance problem analysis and instructional systems design to: (a) identify performance problems caused by a lack of skill or knowledge; (b) develop instructional strategies to address identified problems; and (c) develop instructional materials consistent with the instructional strategy.
- Develops procedures, criteria and standards for use in evaluating the Center's training and educational programs and conducts surveys to evaluation program effectiveness.
- Works to develop and design new courses and seminars for CVM employees, as well as planning and monitoring the training budget.
- Conducts literature searches and research in training, education, and instructional technology to identify and apply improved methods.
- When need for outside vendors is identified for specific projects, works with the Agency contract office in the selection and execution of contracts for the development of specific products.

QUALIFICATION REQUIREMENTS

Candidates must have 52 weeks of specialized experience equivalent to the next lower grade level.

Specialized experience is experience which is typically in or related to the work of the position.

Candidates must meet all qualification requirements, including time-in-grade, within 30 days after the closing date.

METHOD OF EVALUATION AND BASIS OF RATING Candidates found basically qualified will be evaluated on the extent and quality of experience and education as shown on the application, plus data obtained from the attached supplemental qualification statement by indicating possession of the knowledge, skills, and abilities (KSA's) described below.

1. Knowledge of the principles, practices and techniques of training.
2. Ability to communicate in writing.
3. Ability to communicate orally.
4. Ability to analyze and evaluate information.

HOW TO APPLY:

Candidates may submit one of the following: an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application **must** include the following information:

1. Title, series, grade and vacancy announcement number of the vacancy for which you want to be considered.
2. Full legal name and mailing address.
3. Social Security Number.
4. Date of Birth
5. Daytime and evening telephone numbers
6. Reinstatement eligibility.
7. For experiences most relevant to this position, include name of employer, dates of employment, job title, start and end dates, and a description of your duties and responsibilities for each job listed.
8. Average hours worked for each position if other than 40 hours per week.
9. Name, location and date of educational institutions attended.
10. Type of degree, if any, and date received.
11. Major field of study.
12. List of relevant training including, course titles, dates, number of hours and name of institution.
13. Description of honors, awards and special qualifications, such as language skills or computer skills, along with dates acquired.
14. Clearly identify U.S. Citizenship (Proof required prior to employment).

PROOF OF EDUCATION: Candidates may submit a College transcript (official or unofficial) or, if not available, a list of college courses and Certificate of scholastic achievement. List should include a course description of any course(s) not readily identifiable by title, number of semester hours and grade.

CREDIT FOR EDUCATION: When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in this announcement.

2. SUPPLEMENTAL QUALIFICATIONS STATEMENT (enclosed with this announcement). **It is strongly recommended that each applicant address the knowledge, skill, and ability statements in detail.**

B. Additional Information

The following information/documents should be submitted with your application/resume, if checked:

- ☒ Written response to the knowledge, skills and abilities
- ☐ If claiming veterans' preference, attach a copy of your DD214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.
- ☐ College transcripts or list of courses, including title, credit hours and grade for each course if Qualifying on education and/or changing occupational series;
- ☒ Current federal employees most recent performance appraisal/evaluation
- ☒ Current and former federal employees a copy of most recent SF-50, Notification of Personnel Action to verify status.

. Applicant Background Survey: Please return the Background Survey with your application. The information you provide is used for statistical purposes. The return of this form will have no impact on your consideration for this position.

Surplus or Displaced Employees in the Department of Health And Human Services (DHHS) Requesting Special Selection Priority Consideration Under The Career Transition Assistance Program (CTAP)

If you are currently a DHHS employee you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive priority consideration, you must:

1. Be a current DHHS employee serving under an appointment in the competitive or excepted service in tenure group I or II, in receipt of (1) a Reduction in Force (RIF) specific separation notice, (2) a notice of proposed removal for declining a directed reassignment or transfer of function outside of the commuting area, (3) a Certificate of Expected Separation (CES), or (4) other official notice that indicates the employee is surplus or eligible for discontinued service retirement (DSR) or as being in a surplus organization or occupation, and the date of the separation has not passed and you are still on the rolls of DHHS. **You must submit a copy of the separation notice, CES, or other official notice along with your application in order to receive special priority consideration;**
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated;
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. **This must be submitted with your application package.**
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration;
5. Submit your application (including all required documentation) by the vacancy announcement closing date and meet all the application criteria; **and**
6. Be rated well qualified for the position.

“Well Qualified” means: a surplus/displaced employee must meet the minimum qualifications and eligibility requirements for the position, including any documented selective factor(s), and be rated and ranked under the same procedures as merit promotion applicants to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSAs) to succeed in the position being filled. A cut-off score will be used to determine the well qualified applicant(s).

Displaced Employees Requesting Special Selection Priority Consideration Under The Interagency Career Transition Assistance Program (ICTAP)

If you are a displaced Federal employee you may be entitled to receive priority selection under the ICTAP.

To be eligible for the special selection priority, you must meet all of the following:

- (1) Be a displaced Federal employee;
- (2) Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;
- (3) Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being separated from;
- (4) Occupy, or was displaced from a position in the same local commuting area of the vacancy;
- (5) Submit an application (including all required documentation) for a specific vacancy within the time frames established on the announcement and meet all the application and eligibility criteria;
- (6) Submit proof of eligibility; and
- (7) Be rated well qualified for the position.

“ Well Qualified “ means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skill, and abilities (KSAs) to succeed in the position being filled. Under merit promotion procedures, a cut-off score will be used to determine the well qualified applicant(s). **Under delegated examining procedures**, the displaced employee must receive a score of 90 or better to receive selection priority.

Displaced employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (4) Official notification from OPM that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

WHERE TO SEND FORMS:

ADDRESS: Food and Drug Administration
Center for Veterinary Medicine
Attn: Ms. Vernelle Dewberry
Room 217, Metro Park North I, HFA-423
7520 Standish Place
Rockville, MD 20855

WHERE TO OBTAIN FORMS

Office of Personnel Management web site at <http://www.usajobs.opm.gov>.

Additional forms and information may be obtained from the address above or by calling Ms. Vernelle Dewberry at (301) 594-0195. Hearing impaired, please call 301-827-4070 (Voice/TTY) or the FDA Job line (301) 443-1969.

FDA vacancy announcements are available by calling our FaxBack number at (301) 827-4287.

For employment information, visit our Website at www.Usajobs.opm.gov/a9fda.htm.

Applications received become the property of Center for Veterinary Medicine and will not be returned..

The use of government postage-paid envelopes or government officially metered envelopes in filing job applications is a violation of federal laws and regulations. Applications submitted in postage paid Government envelopes will not be accepted.

Faxed applications will be accepted.

All application material must be postmarked or received by the closing date of this announcement.

All applicants will receive equal consideration without regard to race, religion, color, national origin, sex disability, sexual orientation, political affiliation, age or any other nonmerit factor.

Vietnam era veterans, disabled veterans, individuals with disabilities, and other individuals eligible for special appointing authorities are encouraged to apply.